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NAVSUPPACT NAPLES INST 1752.3A  
FFSC:JEA

11 OCT 2001

NAVSUPPACT NAPLES INSTRUCTION 1752.3A

From: Commanding Officer, U.S. Naval Support Activity, Naples  
Italy

Subj: FAMILY ADVOCACY PROGRAM

Ref: (a) DOD Directive 6400.1 of 23 Jun 92 (NOTAL)  
(b) SECNAVINST 1752.3A  
(c) OPNAVINST 1752.2A  
(d) DOD Instruction 1030.2 of 23 Dec 94 (NOTAL)  
(e) SECNAVINST 5800.11A  
(f) DODEA Regulation 2050.9  
(g) OPNAVINST 1750.1D

Encl: (1) Child Supervision Grid  
(2) On-Call After-hours Emergency Coverage

1. Purpose. To establish policy and procedures for the Naples area Family Advocacy Program (FAP), per references (a) through (c). The FAP will address the prevention, education, evaluation, identification, intervention, treatment, reporting, and follow-up of suspected child and spouse abuse. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. NAVSUPPACT NAPLES INST 1752.3.

3. Definitions. Terms relating to the FAP and used in this instruction are defined in reference (c). For the purposes of this instruction, family violence is a generic term that encompasses several types of abuse, e.g., child physical, sexual, and emotional abuse; child neglect; and spousal physical, psychological, and sexual abuse.

4. Applicability. This instruction is applicable to all U.S. military, DOD civilian personnel and their family members assigned to military activities in the Naples area. Responsibility for the proper operation of the FAP rests with the Commanding Officer, U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy as delegated by Commander, Fleet Air Mediterranean (COMFAIRMED).

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5. Background. The Navy's Child Advocacy Program was established in 1976 in response to a heightened awareness of child abuse, concern for the welfare of Navy families, and the effects of family dysfunction on military performance. Expanded in 1979 to include spouse abuse, the program was renamed as the FAP. With the dissemination of reference (c) in 1996, FAP moved from a medically managed program to a line managed, multidisciplinary program. The FAP is a division of the Fleet and Family Service Center (FFSC), Naples, which is a department of NAVSUPPACT Naples.

6. Discussion. Family violence is not caused by one factor or set of criteria; it is caused by the interaction of a variety of risk factors within a particular family situation. Spouse and child abuse transcends age, race, rank, income, job performance, or educational criteria. Risk factors include lack of parenting skills, financial difficulties, marital discord, social isolation/dysfunction, a family history of abuse/neglect, and alcohol/drug abuse. Other stresses normally associated with military service are additional factors. Preventive actions and education that addresses the risk factors are successful in reducing family violence.

7. Policy. This instruction implements the policies set forth in references (a) through (c), and is per references (d) through (g).

a. Family violence has a negative impact upon military readiness, effectiveness, and good order and discipline. Accordingly, response to family violence is a leadership issue. Per reference (c), commanding officers shall undertake a continuous effort to reduce and eliminate family violence at every level of the command. When substantiated family violence comes to the attention of the service member's commanding officer, he/she will take prompt action to include holding the service member accountable for his/her behavior. Additionally, commanding officers shall take measures to prevent further violence to the victim and promote victim safety.

b. The primary goals of the FAP are:

(1) Provide prevention and education programs as specified in reference (c).

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(2) Ensure that victim safety is given the highest priority.

(3) Ensure confidentiality and sensitivity in handling of FAP case information by all involved personnel.

(4) Gather the facts regarding alleged abuse and present them to the Case Review Committee (CRC), ensuring accuracy and fairness.

(5) Promptly identify maltreatment and swiftly intervene to protect victim(s) and to break the cycle of abuse and neglect.

(6) Promote a consistent policy among Naples-area commands, which holds substantiated abusers accountable for their behavior while providing counseling and treatment.

(7) Inform alleged victims and abusers of their rights and the support services available to assist them.

(8) Provide rehabilitation/treatment programs to prevent repetition of abuse, to repair the damage resulting from maltreatment, and to restore families and individuals to a positive health status.

(9) Encourage coordination and cooperation between all FAP-related agencies, activities, and individuals.

8. Program Guidance. Reference (c) further delineates program guidance.

a. Program Components. FAP is a line-managed, multidisciplinary program. The Family Advocacy Officer (FAO), Family Advocacy Representative (FAR), CRC members, and the Family Advocacy Committee (FAC) members are appointed by the Commanding Officer, NAVSUPPACT Naples. The FAP Regional Coordinator at Fleet Air Mediterranean, in partnership with the FAO, shall develop a comprehensive community-based approach to family violence and oversee the technical and clinical aspects of the regional program. The FAR is supervised by the Director, FFSC Naples, and is responsible for the intervention and rehabilitation aspects of the program. Each Naples-area commanding officer and officer-in-charge shall designate a point

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officer-in-charge shall designate a point of contact who will coordinate with the FAR and monitor the status of each case. A Headquarters Review Team (HRT), appointed by Naval Personnel Command (NAVPERSCOM), serves as an advisory group to NAVPERSCOM Pers-6 and Pers-8. A Child Sexual Abuse Review Board (CSARB) is a flag-level review board that reviews cases referred by the HRT. The Regional Child Sexual Abuse Response Team (RCSART), appointed by the Commander-in-Chief, U.S. Naval Forces Europe, provides technical assistance and intervention services for complex and/or multiple victim cases of child sexual abuse, as necessary.

b. Self-Referral. Offenders and potential offenders should be encouraged to voluntarily seek assistance through the FAR, medical officer, or FFSC clinical counselor. Self-referral for abusive behavior does not insulate a member from initiation of disciplinary and administrative action and does not limit the use of a service member's statement in such proceedings.

c. Reporting Requirements and Command Notification. All incidents of suspected family violence must be reported to the FAR. The command shall immediately notify Naval Criminal Investigative Service/Domestic Violence Unit (NCIS/DVU), Base Security, and the FAR in cases of family abuse in which there is a major physical injury, an indication of intent to inflict major physical injury, or allegations of child sexual abuse. In such cases, interviews with suspected offenders shall not be conducted without the consent of NCIS. Additionally, NAVPERSCOM Pers-6 and Pers-8 will be immediately notified and subsequently kept informed in cases with allegations of child sexual abuse.

d. Case Management. When allegations of child and spouse abuse come to the attention of the command, the FAR shall be notified. Similarly, when the FAR is apprised of allegations from any source involving abuse, the FAR shall inform the member's command and law enforcement officials in accordance with reference (c). Upon discovery of allegations of family violence, and throughout the FAP process and any associated disciplinary actions, commanding officers shall take actions to ensure the safety of alleged victims and witnesses. All alleged incidents of family violence shall be reviewed by the CRC within

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90 days from receipt of the allegation, unless unusual circumstances exist, such as the service member is deployed or the case involves child sexual abuse allegations. When required, reference (c) gives procedures for executing a military child removal order.

e. Rights of Alleged Offenders. FAP participants will ensure that the legal and administrative rights of offenders and alleged offenders are observed. This includes the right of a member to be notified by the CRC when his/her case will be reviewed. Such notification will be in writing and via the member's commanding officer. The notification will be given at least one week in advance and will inform the member of the right to present written information to the CRC and to have command representation at the CRC meeting where the member's case will be discussed. Additionally, alleged offenders may, under certain circumstances, request review of CRC determinations to substantiate child or spouse abuse allegations.

f. Rights of Alleged Victims. FAP participants will ensure that the legal and administrative rights of victims and alleged victims are observed. This includes:

(1) Taking reasonable steps to ensure their safety and prevent re-abuse or re-victimization, such as developing a safety plan, issuing military protective orders (MPOs), providing shelter, and developing a strategy to minimize the risk of future victimization.

(2) Informing them of available assistance, such as medical assessment and care, legal assistance, and counseling services.

(3) Keeping them apprised of the progress in the case, such as notifying them of the date when the case is presented to the CRC, their right to present a statement, have a representative present at the CRC meeting, and their right to request, in writing, a review of the CRC decision to unsubstantiate the allegations.

(4) Receiving an information sheet that names their point of contact and explains the FAP CRC procedure.

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9. Actions

a. The Commanding Officer, NAVSUPPACT Naples shall:

(1) Establish a comprehensive FAP to support all Naples-area commands.

(2) Appoint, in writing, an FAO and the FAR to implement the Naples-area FAP, per references (a) through (c).

(3) Appoint, in writing, Naples-area personnel to serve on the FAC and the CRC in collaboration with the Commanding Officer, U.S. Naval Hospital (NAVHOSP), Naples, Italy.

(4) Establish child supervision guidelines for the Naples area, see enclosure (1).

b. The Commanding Officer, NAVHOSP Naples shall:

(1) Collaborate with the Commanding Officer, NAVSUPPACT Naples in appointing FAC and CRC members.

(2) Appoint a clinically privileged staff member to co-chair the FAC and to chair the CRC.

(3) Establish instructions to implement the NAVHOSP Naples medical responsibility for the FAP per references (a) through (c).

c. The FAO shall:

(1) Coordinate and implement efforts to accomplish the Naples-area FAP objectives.

(2) Assume responsibility for administrative management and implementation of the FAP for the Naples area.

(3) Ensure that installation FAP instructions, protocols, memoranda of understanding (MOU), and required reporting are developed, issued, and submitted consistent with Navy-wide FAP practices.

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(4) In coordination with the FAR, monitor installation FAP instructions for effectiveness and compliance.

(5) Encourage support and understanding of the FAP by keeping community and military leaders apprised of activities, trends, and changes in the FAP.

d. The FAC shall:

(1) Serve as the coordinating body of the Naples area FAP.

(2) Provide recommendations for FAP policy and procedures.

(3) Serve as advocates for military families.

(4) Coordinate military and civilian interface and social service delivery, encouraging a team approach among all involved with the Naples-area FAP.

(5) Identify long-range, intermediate, and immediate needs and recommend policies, practices, and new programs to meet those needs through ongoing assessment and evaluation.

The FAC is co-chaired by a line officer (04 or above), appointed by the Commanding Officer, NAVSUPPACT Naples, and a clinically privileged NAVHOSP Naples staff member. Other members include the FAO/FFSC Director, an FFSC clinician, the FAR, a Chaplain, an NCIS representative, a Base Security representative, a Judge Advocate General Corps officer, a Navy Counseling and Assistance Center (CAAC) representative, an Ombudsman, a Child Care/Youth Services representative, a Department of Defense Education Activity (DODEA) representative, and the NAVSUPPACT Command Master Chief.

e. The FAR shall:

(1) Serve as the point of contact for area commanding officers concerning intervention, assessment, case management, and treatment of all FAP cases.

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(2) Receive all reports of suspected or known child or spouse abuse and assist the command in ensuring appropriate safety measures are taken in regard to victims and witnesses.

(3) Notify commanding officers or their designated points of contact of alleged or suspected child or spouse abuse. Make other notifications in accordance with reference (c).

(4) Provide for the protection of victims and coordinate all aspects of case management, including on-call after hours emergency coverage, (enclosure (2)).

(5) Ensure completion of clinical assessments and coordinate all aspects of case management.

(6) Provide crisis intervention, clinical and family advocacy risk assessments, and case management of child and spouse abuse cases.

(7) Provide short-term, problem-focused counseling including interventions and treatment commonly recommended for domestic violence.

(8) Provide regular training concerning identification of abuse, FAP reporting requirements, and other relevant information pertaining to child and spouse abuse.

f. The CRC shall:

(1) Perform in accordance with references (a) through (c).

(2) Review each reported incident of child and spouse abuse.

(3) Make a determination on FAP cases and recommend a specific rehabilitation or treatment plan to the service member's commanding officer, in writing.

(4) Monitor treatment plans.



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(5) Provide Quality Assurance review for cases categorized as Family In Need of Services (FINS).

(6) Two CRCs shall meet monthly: one to address reported incidents of spouse abuse and one to address reported incidents of child abuse. Each CRC consists of eight permanent members with five core members present during the CRC. The CRC membership shall include the following core members: Physician/Chairperson, Line Officer (04 or above), Staff Judge Advocate, FAR, and NAVHOSP Naples Mental Health Provider. Permanent voting members include: FFSC Clinician, Emergency Room Officer, and a Base Security Representative. Nonvoting members/consultants include NCIS, Chaplain, and a representative from the involved military member's command.

g. The FFSC Clinician shall:

(1) Report all incidents of suspected or known child or spouse abuse to the FAR per reference (c) and coordinate safety planning with the FAR.

(2) Provide crisis intervention, assessments, and treatment, including individual, couple, family, and group therapy as needed in resolving family violence.

(3) Update the FAR and/or the appropriate case manager on case progress and client's compliance with treatment recommendations. Provide to the FAR the case progress notes for inclusion in FAP case record.

h. All Commanding Officers shall:

(1) Appoint, in writing, an individual, E7 or above, to serve as command point of contact for FAP issues, to manage the command level FAP, to serve as liaison to the FAR, and to represent service members at the CRC.

(2) Take appropriate actions to reasonably ensure the safety of the victims, including but not limited to, issuing MPOs and providing emergency shelter.

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(3) Ensure command members are trained on identification and prevention of family violence, reporting requirements, and command, community, and FAP response to family violence. Incorporate FAP awareness as regular professional development training.

(4) Ensure that offenders involved in family violence incidents are held accountable for their actions (if active duty members) and that such incidents are promptly reported to the FAR and civilian authorities as appropriate.

(5) Facilitate appropriate intervention, rehabilitation education, counseling, and support services for the service member and family.

i. NCIS/DVU shall:

(1) Investigate serious and felony level abuse cases, reporting all incidents of abuse to the FAR.

(2) Coordinate with the FAR and Security to conduct joint interviews with victims to preclude re-victimization through multiple interviews.

(3) Provide a copy of the final NCIS/DVU report to FAP.

(4) Assist FAR in obtaining investigative reports from other geographic areas or jurisdictions.

(5) Serve as liaison with local host nation authorities in coordination and intervention in FAP cases.

(6) Appoint an agent representative on the FAC, the RCSART, and the CRC as an advisor and nonvoting member.

(7) Ensure that agency members are trained on identification and prevention of family violence, reporting requirements, and command, community, and FAP's response to family violence. Incorporate FAP awareness as regular professional development training.

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j. The Base Security Officer shall:

(1) Report all suspected child and spouse abuse cases to the FAR and NCIS/DVU.

(2) Take responsibility for protecting the victim(s) and family members and obtaining medical assistance in cases of injury per reference (c).

(3) Report all felony level incidents to NCIS/DVU immediately. Report criminal charges of child or spouse maltreatment to civilian law authorities as appropriate.

(4) Work with NCIS/DVU in the investigation and interviewing of all personnel involved, including escorting the alleged offender for the interviews. Notify the Command Duty Officer (CDO) NAVSUPPACT Naples, if offender is an active duty member and request that the service member be escorted to the barracks, if necessary, by his/her CDO until FAR assessment is made the next working day.

(5) Provide support to NCIS/DVU and NAVHOSP Naples in photographing injuries of alleged victims.

(6) Assist the command and FAP in placing children in temporary shelter care when the NAVSUPPACT Naples Commanding Officer, has determined they are in imminent danger.

(7) Prepare a clear, concise report of each case, summarizing the allegation, results of investigation, and final disposition and forward the report to the FAP.

(8) Appoint a representative on the FAC and the CRC.

k. The Staff Judge Advocate (SJA) shall:

(1) Recommend legal actions to the command to protect victim(s).

(2) Advise the Commanding Officer, NAVSUPPACT Naples, of all requests for removal of a child(ren) from homes without parental consent in reference (c).

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(3) Report all incidents of known or suspected child or spouse abuse to the FAR when not precluded by rules of professional conduct and privilege.

(4) Serve as liaison to other military and civilian legal, professional, and judicial systems involved with FAP cases.

(5) Serve as a member of the FAC and the CRC.

(6) Provide legal services and assistance required to prepare FAP-related MOUs, policies, and directives and authorize the release of FAP records to requesting officials.

(7) Coordinate the Victim and Witness Assistance Program, per references (d) and (e).

(8) In all administrative separation processing boards involving allegations of child sexual abuse, ensure that a judge advocate is assigned as recorder unless compelling reasons dictate otherwise. In cases of spouse abuse and other types of child abuse, assign judge advocates as recorders if they are reasonably available.

1. The Chaplain shall:

(1) Report all nonprivileged known or suspected incidents of child or spouse abuse to the FAR. Encourage individuals of privileged communications to report or provide permission to report to the FAR and the Commanding Officer.

(2) Provide support and pastoral care, as appropriate, in FAP cases.

(3) Provide consultation to the FAR regarding the pastoral aspect of FAP cases.

(4) Serve on the FAC and CRC as a nonvoting member, as needed.

m. The Director, CAAC shall:

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(1) Report all incidents of known or suspected child or spouse abuse to the FAR.

(2) Provide consultation with the FAR regarding drug- and alcohol-related aspects of FAP cases.

(3) Provide screening and evaluation of victims and offenders of abuse when alcohol and/or drugs are involved.

(4) Provide alcohol and/or drug treatment in FAP cases, as appropriate or available.

(5) Maintain liaison with the FAR to support the monitoring of FAP cases, which have been referred to the CAAC.

(6) Appoint a representative to attend the FAC and CRC meetings as a nonvoting member, as needed.

(7) Include material on FAP-related issues when presenting educational programs, as appropriate.

n. The Principal, DODEA shall:

(1) Report all incidents of suspected or known child or spouse abuse to the FAR.

(2) Develop procedures for identification and reporting of suspected child abuse per reference (f).

(3) Appoint a representative to the FAC.

(4) Ensure that staff is trained on identification and prevention of family violence, reporting requirements, and agency, community, and FAP response to family violence. Incorporate FAP awareness as regular professional development training.

o. All Area Ombudsmen shall:

(1) Report all incidents of suspected or known child abuse to the FAR per reference (g).

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(2) Report instances of spouse abuse to the FAR when either admitted by a service member or reported by a spouse who wishes the matter reported per reference (g).

(3) Include FAP-related prevention/education material when presenting educational programs and in newsletters, flyers, etc., in coordination with the FAR and the FFSC.

p. The Director, Morale, Welfare, and Recreation shall:

(1) Report all incidents of suspected or known child or spouse abuse to the FAR and NCIS/DVU.

(2) Ensure screening of all employees/volunteers with access to children, including a National Agency Check Investigation and Criminal Background Investigation. Forward the request for check to FAR and/or NAVPERSCOM in writing.

(3) Appoint a childcare/youth services representative to the FAC.

(4) Ensure that department members are trained on identification and prevention of family violence, reporting requirements, and command, community, and FAP response to family violence. Incorporate FAP awareness as regular professional development training.

(5) Include material on FAP-related issues when presenting educational programs, as appropriate.

q. The Housing Officer shall:

(1) Report all incidents of suspected or known incidents of child or spouse abuse to the FAR.

(2) When requested, coordinate actions concerning FAP cases with the FAR to support and assist involved families and to support the FAP intervention plan.

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10. Training

a. The FFSC Director shall ensure that new CRC members receive a minimum of 16 hours of FAP-focused training on the topic of either child or spouse abuse, as applicable, within six months of their appointment to the CRC. All members of the CRC will obtain a minimum of 24 hours of applicable professional training annually.

b. The FAR shall ensure that in-house clinical training occurs at least quarterly or as needed. The emphasis will be placed on cross training and training requirements related to family violence issues.

c. The FFSC Director will provide the opportunity each year for FAP social workers to attend the professional training necessary to meet their licensing requirements.

  
B. L. GRAY

Distribution:

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List: I, II, III, IV, V

# CHILD SUPERVISION GRID

Age of Child	Left Unattended in quarters/layground/ outside of quarters.	Left alone overnight	Left unattended in car	Baby-sit others	Unattended in Public areas	Walk to school	Left in quarters vacation/TAD
Newborn to 5 years	NO	NO	NO	NO	NO	NO	NO
6-8 Years	1 hour with close physical access to care providers and care provider checking periodically	NO	YES with keys removed up to 10 minutes	NO	NO	YES	NO
9-11 Years	YES with close physical access to care providers and care provider checking periodically	NO	YES with keys removed up to 15 minutes	NO	Recreational areas with close physical access to care provider and care provider checking periodically	YES	NO
12-15 Years	YES with designated adult checking periodically, not overnight	NO	YES with keys removed	YES, not overnight	Recreational areas with designated adult checking periodically	YES	NO
16-17 Years	YES with telephone access to designated adult	YES with telephone access to an adult	YES	YES	YES	YES	YES with telephone access to an adult

This grid outlines the minimal child supervision guidelines established by the Family Advocacy Committee (FAC) for the Naples Community with the understanding that there may be military organizations/establishments with more stringent guidelines.



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ON-CALL AFTER HOURS EMERGENCY COVERAGE  
STANDARD OPERATING PROCEDURES

1. Purpose. To establish procedures for the duty Family Advocacy Program (FAP) social worker during nonbusiness hours, weekends, and holidays.

2. Policy. At the FFSC, the Family Advocacy Program social worker will be available for emergency assistance. This SOP is designed to ensure that a professional, credentialed social worker is available to handle crisis intervention, emergencies, and issues related to Family Advocacy.

3. Responsibilities

a. The Family Advocacy Representative (FAR) is responsible for preparing and distributing the Family Advocacy After Hours Emergency Coverage schedule. A copy will be distributed to each FAP social worker, the Fleet and Family Support Center Director, the Command Duty Officer, Naval Criminal Investigative Service, Domestic Violence Unit, and Base Security. This is to ensure that a social worker is available to provide consultation to the various commanding officers, officers-in-charge, command representatives, and CDOs.

b. The Duty Social Worker is responsible for the following:

(1) In emergency situations, provides consultation to commands, security, NCIS, and NAVHOSP Naples on suspected cases of child or spouse abuse where safety is a primary concern.

(2) In all referrals of emergency child or spouse abuse cases, ensuring the safety of the alleged victim is of primary concern. The on-call social worker will ensure that all required notifications are made through coordination with the first responders, such as security, NCIS, DVU, emergency medical technicians, emergency room staff, and various commands. The on-call social worker will be available to consult with the command regarding the need for emergency shelter care.

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(3) Having possession of the cellular phone during duty hours and staying within the range of the cellular phone.

(4) Briefing the FAR of any reported incidents of child or spouse abuse by 0800 or as soon as possible the next business day. Immediately briefing the FAR and the Director of FFSC of any high visibility or media interest reports.

(5) Documenting referrals by completing the incident report and safety assessment of the Family Advocacy Risk Assessment form.

Enclosure (2)